

# CHILD CARE CENTER COMPLIANCE RECORD PARTS 3 AND 5. ADDITIONAL PROVISIONS

Michigan Department of Human Services  
Bureau of Children and Adult Licensing

1. License Number

2. Date of Determination

3. Name of Center

C = Compliance V = Violation

C	V	RULES
		<b>PART 3. SCHOOL AGE</b>
		<b>R 400.5302 School-age program director qualifications</b>
		(1) A program director is present:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Full time for programs operating less than 6 hours.
<input type="checkbox"/>	<input type="checkbox"/>	(b) At least 50% of the time, but not less than 6 hours for program operating 6 or more hours.
		(2) A program director complies with all of the following:
<input type="checkbox"/>	<input type="checkbox"/>	(a) At least 21 years of age.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Earned a high school diploma or GED.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Has current CPR and first aid.
<input type="checkbox"/>	<input type="checkbox"/>	(d) 12 clock hours of annual training, in addition to cpr, first aid, and blood borne pathogen training.
<input type="checkbox"/>	<input type="checkbox"/>	(e) Develops, implements, and evaluates center policies and program.
<input type="checkbox"/>	<input type="checkbox"/>	(f) Administers day-to-day operations.
<input type="checkbox"/>	<input type="checkbox"/>	(g) Oversees staff.
		(3) The program director meets education/ experience requirements.
		(4) Program director has at least 2 semester hours or 3.0 ceus in child care administration.
<input type="checkbox"/>	<input type="checkbox"/>	(a) A program director currently employed as a program director has 2 calendar years from the 12/7/06 effective date to complete the requirement in (4).
<input type="checkbox"/>	<input type="checkbox"/>	(b) A program director meeting the qualifications of subrules 3(a) or 3(b) of this rule or having 5 years experience as a program director before the effective date of these rules is exempt from the requirements of this rule.
<input type="checkbox"/>	<input type="checkbox"/>	(5) The center has verification of the education, credential, and experience, as applicable.
		<b>R 400.5303 Program</b>
<input type="checkbox"/>	<input type="checkbox"/>	(1) Activities are planned and supported through resources that reflect the interest and abilities of the children enrolled.
<input type="checkbox"/>	<input type="checkbox"/>	(2) A school-age program provides a program for each child:
<input type="checkbox"/>	<input type="checkbox"/>	(a) To plan, carry out, and evaluate the program and his or her individual activities.
<input type="checkbox"/>	<input type="checkbox"/>	(b) To experience a diversity of activities within the program and community.
<input type="checkbox"/>	<input type="checkbox"/>	(c) To participate in relaxation and recreational activities.
		<b>R 400.5303a Ratio of caregivers to school-age children</b>
<input type="checkbox"/>	<input type="checkbox"/>	(1) (a) School-age to 12 years of age, 1:18.
<input type="checkbox"/>	<input type="checkbox"/>	(b) 13 to 17 years of age, 1:25.

C	V	RULES
		<b>R 400.5303 Health Records</b>
		(1) The center shall obtain and keep on file a signed statement from the parent:
<input type="checkbox"/>	<input type="checkbox"/>	(a) The child is in good health with activity restrictions noted.
<input type="checkbox"/>	<input type="checkbox"/>	(b) The child's immunizations are up-to-date.
<input type="checkbox"/>	<input type="checkbox"/>	(c) The immunization record or appropriate waiver is on file with the child's school.
		<b>R 400.5306 Multisite school-age program director</b>
		(1) A program director with a bachelor's degree or higher in a child-related field may oversee up to 3 sites:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Each program operates 6 hours or fewer per day.
<input type="checkbox"/>	<input type="checkbox"/>	(b) The program director is available during hours of program operation.
<input type="checkbox"/>	<input type="checkbox"/>	(c) The program director supervises the planning and evaluation of the program and staff.
<input type="checkbox"/>	<input type="checkbox"/>	(2) The program director shall be at each site a minimum of 1 session per week and maintain documentation of site visits.
<input type="checkbox"/>	<input type="checkbox"/>	(3) The multisite program director meets the training requirements in R 400.5302(2)(d).
		<b>R 400.5307 Site Supervisor qualifications; Responsibilities</b>
<input type="checkbox"/>	<input type="checkbox"/>	(1) For multisite programs, with a program director responsible for more than 1 center, a site supervisor is present during all hours of operations.
		(2) The site supervisor meets all of the following:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Is at least 19 years of age.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Has a high school diploma, GED, or equivalent.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Has 480 hours of experience as a caregiver in a program serving school-age children.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Has completed 16 clock hours of school-age training.
<input type="checkbox"/>	<input type="checkbox"/>	(e) Has current CPR and first aid training.
<input type="checkbox"/>	<input type="checkbox"/>	(3) The site supervisor meets the training requirements in R 400.5302(2)(d).
<input type="checkbox"/>	<input type="checkbox"/>	(4) The site supervisor is responsible for the daily operation and implementation of the site program.
<input type="checkbox"/>	<input type="checkbox"/>	(5) A site supervisor assists the program director in:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Developing, implementing and evaluating program and center policies.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Administering day-to-day operations.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Monitoring and overseeing staff.

Date	License Number
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C	V	RULES
		<b>PART 5. SWIMMING</b>
		<b>R 400.5502 Swimming caregiver-to-child ratio</b>
<input type="checkbox"/>	<input type="checkbox"/>	(1) The center obtains and keeps on file written parental permission regarding swimming activities.
<input type="checkbox"/>	<input type="checkbox"/>	(2) A lifeguard is on duty at all swimming activities as is not be included in the ratio.
<input type="checkbox"/>	<input type="checkbox"/>	(3) For children under 3 years of age, the in-the-water ratio is 1:1.
<input type="checkbox"/>	<input type="checkbox"/>	(4) For all nonswimmers 3 years of age and older, the in-the-water ratio is 1:4 when the water level is chest height or lower. When the water level is above the chest height, the in-the-water ratio is 1:1.
<input type="checkbox"/>	<input type="checkbox"/>	(5) For swimmers 3 years to 4 years, the in-the-water ratio meets requirements in R 400.5105(3)
<input type="checkbox"/>	<input type="checkbox"/>	(6) For swimmers school-age and older, the in-the-water ratio meets requirements in R 400.5303a.
		<b>R 400.5502a Swimming Activity supervision</b>
		(1) Caregiving staff counted in ratio are:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Actively engaged in providing direct care, supervision, and guidance.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Physically able to assist children quickly.
		<b>R 400.5502b Instructional swim</b>
<input type="checkbox"/>	<input type="checkbox"/>	(1) Instructional swim is conducted under the supervision of a qualified water safety instructor (WSI).
<input type="checkbox"/>	<input type="checkbox"/>	(2) The ratios under R 400.5105(3) and R 400.5303a are maintained. The instructor is not included in the ratio
		<b>R 400.5502c Swimming activity area.</b>
<input type="checkbox"/>	<input type="checkbox"/>	(1) All swimming areas are to be maintained in a clean and safe condition

C	V	RULES
<input type="checkbox"/>	<input type="checkbox"/>	(2) The swimming pool constructed and operated in compliance with 1978 PA 368, MCL 333.1101 et seq.
<input type="checkbox"/>	<input type="checkbox"/>	(3) A public or private pool is inspected and issued a permit for operation by the health authority.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Before using a public or private beach, the center assures the water has not been deemed unsafe by the health authority.
<input type="checkbox"/>	<input type="checkbox"/>	(5) A working telephone is accessible on the premises
<input type="checkbox"/>	<input type="checkbox"/>	(a) First aid kit.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Rescue pole or throwing rope and ring buoy.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Signaling device.
<input type="checkbox"/>	<input type="checkbox"/>	(7) Private wading pools and hot tubs are prohibited.

Notes:

**Instructions for use:**

1. Use to make notes and observations during the inspection.
2. **Verbally discuss** cited rule violations with the licensee/designee at the exit conference.
3. Discard once this information has been included in the appropriate report.